



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 3770.2
MCRC(OR)
23 Mar 01

MARINE CORPS ORDER 3770.2

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FLIGHT ORIENTATION PROGRAM (MCFOP)

Ref: (a) 14 CFR
(b) OPNAVINST 3710.7R (NOTAL)
(c) National Transportation Safety Board (NTSB) Regulations
(d) MCO P1100.73 (NOTAL)
(e) MCO P4200.15 (NOTAL)

Encl: (1) Sample Hold Harmless for Air Transportation Agreement
(2) Sample Hold Harmless for Minors Agreement
(3) MCFOP Activity Report
(4) OPREP-3 Serious Incident Report
(5) Request for Flight Authorization

Reports Required: MCFOP Activity Report (Report Symbol: MC-3770-01)
par. 4h and encl. (3)

1. Situation. To establish procedures for the MCFOP.

2. Mission. The procurement of highly qualified applicants for Marine aviation officer programs has historically proved difficult. The employment of aircraft can be a significant tool for stimulating interest in and promoting the visibility of all Marine Corps commissioning programs.

3. Execution

a. Concept of Operations. MCFOP consists of designated naval aviators or naval flight officers with the required Federal Aviation Administration (FAA) pilot's license on Duty in a Flying Status Involving Operational Flight (DIFOP) orders utilizing civilian aircraft to conduct orientation/indoctrination flights for applicants and candidates involved in Marine Corps aviation officer programs. MCFOP is also used to create and enhance Marine Corps aviation awareness among Centers of Influence (COI), thereby, directly influencing the success of the Marine Corps College Relations Program.

b. Coordinating Instructions

(1) Funding. Each Marine Corps District Commanding Officer will be allocated specific funds to offset MCFOP expenses.

**Distribution: A: Approved for public release;
Distribution is unlimited**

(2) **Required Pilot Qualifications/Certificates**

(a) Because civilian aircraft are used, all flights are subject to Federal Aviation Administration (FAA) requirements listed in reference (a). The minimum pilot requirements are:

1 Being a designated naval aviator assigned as either an Officer Selection Officer (OSO) or Assistant for Aviation Officer Procurement (AAOP);

2 Private pilot's certificate with appropriate aircraft ratings;
and,

3 FAA second class medical certificate.

(b) All pilots must qualify under reference (a) [Parts 1, 61, 91], reference (b), and reference (c) [Part 830]. Additionally, all local requirements, such as course rules and aircraft examination currency requirements, must be met.

(3) Flight Time Reporting. The submission of flight time is not required for personnel assigned to non-operational flying billets in other than military aircraft. If desired, personal flight time may be submitted using a Memorandum for the Record to CMC (ASM), via the Commanding General, MCRC.

(4) MCFOP Requirements

(a) Orientation/indoctrination flights are authorized for potential applicants or candidates seeking participation in, or already a participant of, a Marine Corps officer program.

(b) Orientation/indoctrination flights are designed to determine the motivation and suitability for flight training of individuals as well as their interest in aviation-related occupational fields. It is the responsibility of each OSO to ensure that only properly screened persons receive a flight.

(c) Orientation/indoctrination flights are authorized, with prior approval from the cognizant District Commanding Officer, for COIs in order to enhance their knowledge of Marine Corps aviation officer programs

(d) MCFOP orientation/indoctrination flights are authorized only during daylight hours in Visual Meteorological Conditions. Formation flying is prohibited.

(e) The duration of the orientation/indoctrination flight should not exceed one hour and must terminate at the point of origin with no intermediate stops.

(f) Prior to flight, each pilot will note paragraph 3.10 of reference (b).

(g) Prior to flight, passengers shall be briefed on emergency procedures and the proper use of emergency equipment as outlined in the appropriate type/model pilots operating handbook.

(h) Passengers must provide the appropriate Hold Harmless or Hold Harmless for Minors Agreement prior to the flight. Utilize either enclosures (1) or (2), per reference (d).

(5) Flight Training. Due to the unique requirements of the Marine Corps Orientation Program, it is essential that AAOPs take every advantage of training to enhance safety. Due to the lack of a squadron standardization program, high visibility in the general aviation community, and flying in and out of uncontrolled and unfamiliar airfields, it is paramount for the AAOPs to maintain a high level of flying proficiency. Due to aircraft availability issues and maintenance schedules, AAOPs may be required to utilize multiple types of aircraft, each of which requires initial and refresher training. It may be necessary for AAOPs to attend civilian training courses which will challenge and enhance the AAOPs flying skills, procedural knowledge, and cockpit resource management.

(6) Uniforms. It is paramount that the Marine Corps flight programs remain visible. Since these orientation/indoctrination flights will be in civilian aircraft, it is important that pilots and Marine Corps personnel be in the appropriate uniform or military flight gear.

(7) Records and Reports. To evaluate the viability and cost effectiveness of this program, District Commanding Officers will maintain reports using enclosure (3). A copy will be forwarded to MCRC(ORP) within ten working days of the end of each quarter. Report Symbol MC-3770-01 is assigned to this report. Detailed records, to include the name of the applicants/candidates flown, status of applications (if applicable), and other pertinent data, should be retained by the OSO for a period of five years.

(8) Aircraft Accident/Incident. In the event of a MCFOP aircraft accident/incident, the non-mishap Marine or recruiting district representative on the scene will execute the following:

MCO 3770.2
23 Mar 01

(a) The nearest NTSB field office shall be notified by the most expeditious means available for NTSB/FAA investigations. NTSB field offices are listed in the government section of the telephone directories in the following cities: Anchorage, Atlanta, Chicago, Denver, Fort Worth, Kansas City, Los Angeles, Miami, New York, and Seattle.

(b) The OPREP-3 Serious Incident Report (SIR), enclosure (4), will be used to notify the CMC of any accident/incident that results in loss of life, extensive property damage, and/or which may result in unusual interest by the public news media or arouse Congressional interest. An initial telephonic report will be made within 15 minutes of becoming aware of the incident to the CMC Command Center, DSN 225-7366, commercial (703)695-7366. Expeditious reporting is essential; report with the information available at the time to preclude delay. If an initial OPREP-3 SIR cannot be made by telephone, it must be made by "PRIORITY" precedence message. MCO 5740.2F establishes this reporting requirement. The Report Control Symbol is exempt from report control.

(c) Notify, the Marine Corps Recruiting Command (MCRC) at DSN 278-9437, commercial (703)784-9437, within 24 hours of any accident/incident, with the following information:

1 Type of aircraft.

2 Names of passengers and pilot.

3 Date and time of accident/incident.

4 Location of accident/incident.

5 Nature of accident/incident, to include extent of injuries and damage, etc.

c. Subordinate Element Missions

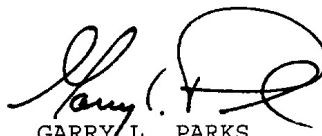
(1) District Commanding Officers are responsible for ensuring that MCFOP is administered in a safe, economical, and efficient manner. Close monitoring shall be maintained with observation/ recommendations sent to MCRC, as appropriate.

(2) District Commanding Officers are responsible for contracting required aircraft from available commercial sources. MCFOP aircraft used by Marine Corps recruiting activities must not be solely contracted, or exclusively used, by the Marine Corps. The aircraft must be on a contract or rental basis that allows the aircraft to be used by the general public.

MCO 3770.2
23 Mar 01

(3) AAOPs or OSOs designated to participate in this program must first receive specific approval from the CMC (ASM) prior to flying civilians. Enclosure (5) is a sample format requesting authorization.

4. Command and Signal. This Order is not applicable to the Marine Corps Reserve.



GARRY L. PARKS
By direction

DISTRIBUTION: PCN 10203537600

Copy to:

7000110 (55)
7000124 (25)
7000093 (2)
7000099, 8145001, 8145004 (1)

**SAMPLE HOLD HARMLESS FOR
AIR TRANSPORTATION AGREEMENT**

DATE

FULL NAME

I know that flying as a passenger in an aircraft is a potentially hazardous activity and that I should not engage in flying unless I am medically able. I have been presented with an activity brief designed to inform me of the nature of the activity scheduled and have been given the opportunity to ask any questions related to the conduct of, or risk(s) related to, the Marine Corps Flight Indoctrination Program. I assume all risk(s) associated with flying as a passenger on U.S. Marine Corps-operated aircraft including, but not limited to, severe injury or death resulting from or during said flight or flights or from ground operations incident thereto. For and in consideration of being permitted to fly as a passenger in aircraft operated by or on behalf of the U.S. Marine Corps as part of the Marine Corps Flight Orientation Program, for and on behalf of myself, my personal representatives, heirs and assigns, I hereby waive, release and discharge the United States of America and officers and employees and other personnel of the U.S. Marine Corps and U.S. Navy, its representatives and successors, from any and all claims or liabilities of any kind arising out of my participation in the Marine Corps Flight Orientation Program.

SIGNATURE

WITNESS

WITNESS

NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN EMERGENCY

This form may be reproduced locally.

ENCLOSURE (1)

SAMPLE HOLD HARMLESS FOR MINORS AGREEMENT

(Date)

(Place - OSO Address)

(Concisely give time and date of scheduled flight; Departure Point(s))

(Destination Point(s); Reason for Flight)

I (We) hereby execute and subscribe to the attached release of liability agreement as the parent(s) or guardian(s) of (Full Name and SSN of Minor Passenger), and consent to (his) (her) participating in the Marine Corps Flight Orientation Program on the date(s) specified above. I (We) understand that the Marine Corps Flight Orientation Program utilizes civilian aircraft operated by U.S. Marine Corps naval aviators to conduct orientation/indoctrination flights for applicants and candidates for/in U.S. Marine Corps aviation officer programs. I (We) also understand that flying as a passenger in an aircraft is a potentially hazardous activity and that applicants or candidates for/in U.S. Marine Corps aviation officer programs are not required to participate. I (We) assume all risk(s) associated with (Full Name of Minor Passenger) flying as a passenger on U.S. Marine Corps-operated aircraft and participating in the Marine Corps Flight Orientation Program including, but not limited to, severe injury or death resulting from or during said flight or flights or from ground operations incident thereto. For and in consideration of (Full Name of Minor) being permitted to fly as a passenger in aircraft operated by or on behalf of myself (ourselves), my (our) personal representatives, heirs and assigns, I (we) hereby waive, release and discharge the United States of America and officers and employees and other personnel of the U.S. Marine Corps and U.S. Navy, its representatives and successors, from any and all claims or liabilities of any kind arising out of participation in the Marine Corps Flight Orientation Program.

(Signature of Parent/Guardian (address))

(Signature of Parent/Guardian (address))

(Signature of Witness) (Signature of Witness)

This form may be reproduced locally.

ENCLOSURE (2)

MCFOP ACTIVITY REPORT

Report Symbol MC-3770-01

From: Commanding Officer, ____ Marine Corps District
To: Commanding General, Marine Corps Recruiting Command (O),
3280 Russell Road, Quantico, VA 22134-5103

Subj: QUARTERLY ACTIVITY REPORT FOR THE MARINE CORPS FLIGHT
ORIENTATION PROGRAM (MCFOP)

Ref: (a) MCO 3770.1C

1. Per the reference, the following report is submitted:

- a. Reporting Period: _____
- b. Number of Indoctrination Flights: _____
- c. Number of Indoctrination Hours: _____
- d. Total Flight Hours: _____
- e. Type Aircraft Used: _____
- f. Total Expenditures: _____
- g. Number of Colleges/Universities Participating: _____
- h. Number of OSO's Participating: _____
- i. Number of District Naval Aviators who flew: _____
- j. Number of Potential Applicants/Candidates Flown: _____
- k. Number of COIs flown: _____
- l. Remarks/Recommendations:

This form may be reproduced locally.

ENCLOSURE (3)

OPREP-3 Serious Incident Report
(Sample Naval Message)

Report Control Symbol: EXEMPT

(Classification to be determined by information reported.)

FROM:

TO: CMC, WASHINGTON, DC //MCRC(O)/POC//ASM//CLASS //N05740//

SUBJ: OPREP-3 SERIOUS INCIDENT REPORT/UNIT IDENTIFICATION CODE

A. MCO 3770.1C

1. Nature of incident.
2. Note time and date of incident (include local time in parenthesis).
3. Location of Incident. Report the exact location using the name of the installation, town, village or city, or miles to the nearest identifiable landmark. Use map grid coordinates only when other means of identifying the location are impracticable, then identify the map completely.
4. Name, grade, and organization of the individual originating the initial report.
5. Identification of person(s) involved, to include victims, suspects, and witnesses, including information as to their:
 - a. Grade or title.
 - b. First name, middle initial, last name.
 - c. Social security number (SSN) (if civilian, indicate their status; i.e., dependent, etc., in place of SSN).
 - d. Organization or address.
 - e. Sex and date of birth.
6. Status (i.e., hospitalized) and location of personnel involved.
7. Destination of the organization or offices, military and civilian, conducting the investigation or point of contact for additional information.

MCO 3770.2
23 Mar 01

8. Statement as to present or anticipated reaction of the civil population to the incident. Include present media coverage to date and anticipated news media interest in the incident.

9. Statement that the local public affairs officer has or has not been notified of this incident.

10. Further action being taken.

11. A narrative summary of factual information concerning the incident, to include the extent of injuries to personnel and estimated dollar value of damages or loss.

This form may be reproduced locally.

ENCLOSURE (4)

MCO 3770.2
23 Mar 01

REQUEST FOR FLIGHT AUTHORIZATION

From: Grade/First/Middle/Last Name/SSN/MOS USMC
To: Commandant of the Marine Corps (ASM)
Via: (1) Commanding Officer, USMC Recruiting Station_____
(2) Commanding Officer, ____ Marine Corps District
(3) Commanding General, Marine Corps Recruiting Command

Subj: REQUEST FOR AUTHORIZATION TO FLY IN MARINE CORPS FLIGHT
ORIENTATION PROGRAM (MCFOP)

Ref: (a) MCO 3770.1
(b) OPNAVINST 3710.7

1. I request authorization to participate in the Marine Corps Flight
Orientation Program, per references (a) and (b).

2. My qualifications for this program are as follows:

- a. Total Flight Time (Military and Civilian): _____
- b. Type Equipment/Time in Type/Date Last Flown: ____/____/____
- c. Type of Equipment to be flown: _____
- d. Date Instrument Card Expires: _____
- e. Medical Service Group: _____
- f. FAA Certifications held with date: _____

SIGNATURE

Copy to:
MCRC(O)

This form may be reproduced locally.

ENCLOSURE (5)